

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
	LAUNCH BROWSER. ENTER URL ADDRESS for Practice Site: https://pcsd.usda.gov:3050/mdbc1000.exe? THIS WILL TAKE YOU TO THE LOGON PAGE	Logon Page displays
1.0	Click on Contacts/Logon Assistance button. Close Contacts/Logon Assistance by clicking on "X" in upper right corner of contact window.	List of contacts will display, along with information on Logon ID's and passwords.
1.1	LOGON - Enter Vendor ID and password	
1.2	Click Logon Button	Invitation Selection page displays
2.0	Click on HELP page.	Table of Contents (TOC) of Help page displays. The online Help consists of 3 areas that can be viewed or printed. Online Help Frequently Asked Questions Including Constraint Samples Quick References
2.1	Click on DEBES Overview in Table of Contents.	DEBES overview area displays (first area of online help. Click on the [TOC] button to return to the Table of Contents of Help page.
2.2	Click on Frequently Asked Questions area and then Quick References area to view.	Return to the Online Help page by clicking on the message [Click here to return to DEBES Online Help] You may print the Help Instructions or view online. To print, select File, Print in the Browser command line or right click on the Mouse and select Print. Note: If only Header prints, move scroll bar down slightly into text to ensure entire document prints.
2.3	Close the online Help by Clicking on the X in right hand corner of the HELP page	You will return to the Invitation Selection Page.
3.0	Select FV702/003 Canned Vegetables Click on CERTIFICATIONS button.	A list of questions you must answer for the bid will display.

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
3.1	<p>Answer all questions on Certification page.</p> <p>Click on Update button.</p> <p>Note: An entire bid does not have to be completed in one logon session. The Update button saves the data that will be available at the next logon session.</p>	<p>Message: Are you sure you want to save your changes? Click on OK.</p> <p>Action Successful message will display at bottom of screen.</p>
3.2	Click on Submit button.	<p>Message: There are no offers and constraints for this bid</p> <p>ALL PARTS OF THE BID (CERTIFICATIONS, OFFER FORM & CONSTRAINTS) MUST BE COMPLETED BEFORE SUBMITTING A BID TO USDA.</p>
3.3	Click on Invitation Selection button	Invitation Selection page displays. Note that an "X" displays in the Cert column for Invitation FV702/003.
4.0	Click on OFFER FORM page	Offer form page displays.
4.1	<p>Click on the down arrow beneath the Location heading.</p> <p>Select a Plant and Shipping Point from drop down list.</p> <p>Move to the Item/Product heading, click on the down arrow, and select Peas, Canned-PG1</p> <p>Click on Go button.</p>	<p>Confirm that the selected plant/shipping point display in the Location box.</p> <p>Line Items for the selected product display.</p> <p>Note: Only 50 items display at once. You can use Item # or Product pages (PG) in the drop down box to select a group of 50 items.</p>
4.2	<p>Enter prices for items 65-67. Price format is 99999.9999. Click Update button.</p> <p>Note: You may TAB to the next price field or click on the field to enter price.</p>	<p>Message: Are you sure you want to save your changes? Click on OK.</p> <p>Action successful message at bottom of screen.</p>
4.3	<p>Click on the down arrow beneath the Item/Product heading and select Peas, Canned-PG2</p> <p>Click on Go button.</p>	Confirm that the plant/shipping point and product selected display.
4.4	<p>Enter prices for items 114 thru 116. Price format is 99999.9999. Click Update button.</p>	<p>Message: Are you sure you want to save your changes? Click on OK.</p> <p>Action Successful message displays at bottom of screen.</p>

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
4.5	Enter bids for second product as follows: Click on the down arrow beneath the Item/Product heading, click on the down arrow, and select Canned Salsa Click on Go button.	Confirm that the selected plant/shipping point display in the Location box. Line Items for the selected product display.
4.6	Enter prices for items 125 thru 127. Price format is 99999.9999. Click Update button.	Message: Are you sure you want to save your changes? Click on OK. Action Successful message displays at bottom of screen.
5.0	Click on CONSTRAINTS button NOTE: If Offer Form is not completed before entering Constraints, your plants will not display in the Location Column.	Constraints page displays. Only plants for which bid prices were entered on the Offer Form display under the Plant Location column. All shipping/delivery periods and products for the Invitation will display in the Delivery Period and Product columns.
5.1	Constraint 1: Enter a maximum quantity of 2 units per each period for canned peas for the plant. In Plant Location column, Select Plant for which bids were entered. In Delivery Period column, Select Apply to EACH Shipping/Delivery Period In Product column, Select Peas, Canned 6/#10 can	
5.2	Constraint 2: Enter a maximum total quantity of 6 units for canned peas for entire Invitation. In Plant Location column, Select Total for ALL Plants In Delivery Period column, Select Total for ALL Shipping/Delivery Periods In Product column, Select Peas, Canned 6/#10 can	
5.3	Click on More Constraints	Additional blank constraint fields will display at end of completed constraints. The window command CNTRL END will take you to the end of constraints quickly.
5.4	Constraint 3: Enter a maximum quantity of 2 units per each period for canned salsa for the plant. In Plant Location column, Select Plant for which bids were entered. In Delivery Period column, Select Apply to EACH Shipping/Delivery Period In Product column, Select *Canned Salsa, 6#10 can Note: The asterisk indicates that a Minimum Constraint is allowed for canned salsa.	

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
5.5	Constraint 4: Enter a maximum total quantity of 4 units of canned salsa for entire Invitation. In Plant Location column, Select Total for ALL Plants . In Delivery Period column, Select Total for ALL Shipping/Delivery Periods . In Product column, Select *Canned Salsa, 6#10 can	
5.6	Click on the Update button	Message: Are you sure you want to save your changes? Click on OK. Action Successful message at bottom of screen.
6.0	Click on the Invitation Selection button	Invitation Selection page displays. An X displays in the Cert. and Const columns. The plant/shipping point numbers for which you have entered bids on the Offer Form page display.
	<p>You have now completed the three parts of the bid, which are required before submitting a bid to USDA. We suggest you complete the bid pages in the order listed.</p> <ul style="list-style-type: none"> - Certifications - Offer Form - Constraints <p>If Offer Form has not been completed before going to the constraint page, no plants will show in the location box for selection.</p>	
7.0	Click VIEW button to view bid.	<p>Certifications, bid prices, and constraints display.</p> <p>Last Updated Date and Time (Central time) displays at top of bid.</p> <p>ALL BID TIMES WILL BE CENTRAL TIME.</p> <p>After the bid prices for each plant/shipping point bid and at end of all bid prices, the high and low price bid displays, as well as a sum of all bid prices as a cross check against your worksheet if desired.</p> <p>Assure that all information is correct.</p>

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
7.1	PRINT bid, if desired, using the Browser print functions. Note: If only header prints, move scroll bar down slightly into text to ensure entire bid prints.	Bid should print. Bid can be proofed and checked before submission to USDA.
8.0	Click SUBMIT button.	Message: This bid was successfully submitted and will be considered at bid evaluation time unless it is resubmitted or withdrawn. A copy of the bid will display showing the date and time (central time) submitted. PRINT THE BID FOR YOUR RECORDS
8.1	PRINT bid using your Browser print functions. Note: If only header prints, move scroll bar down slightly into text to ensure entire bid prints.	Updated Bid should print.
8.2	Click Invitation Selection button.	Invitation Selection page displays. Note that the Submit Date/Time column displays the date and time the bid was submitted.
	YOU HAVE COMPLETED THE BASIC STEPS FOR SUBMITTING A BID TO USDA. YOU MAY PROCEED TO STEPS 14 AND 15 TO LOGOFF THE DEBES APPLICATION OR CONTINUE BELOW TO MODIFY, RE-SUBMIT, AND WITHDRAW THE BID.	
	PRICE CHANGES - There are two ways to change bid prices: 1. On the Offer Form Page (Step 9) 2. Price Change button on menu bar (Step 10))	
9.0	Option 1 – Price Changes: Click on the Invitation Selection button. Select FV702/003	Invitation Selection page displays.
9.1	Click on the Offer Form page. From the drop down boxes, select the plant/shipping point for which bids were previously entered and product Peas, Canned-PG1 for which bids were entered Click on Go button.	Offer form page displays for correct plant/shipping point and product.
9.2	Change prices of item 65 and 66. Add a price for item 69. Click Update button.	Message: Are you sure you want to save your changes? Click on OK. Action successful message displays at bottom of screen.
9.3	Click on View .	Updated date and time display at top of bid.

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
		Items should display changes.
9.4	You may Print the bid using Browser functions, if desired.	Bid will be printed.
10.0	Option 2 – Price Changes: Click on the Price Change button.	Price Change page displays.
10.1	Select desired plant/shipping point location from drop down box. Enter range of items 114 through 116. Select increase from the drop down box and enter a price change of .10 . This will automatically increase the bid prices on items 114, 115, and 116 by 10 cents. Click Update button.	Message: Are you sure you want to save your changes? Click on OK. View Bid will display with 'Prices Changed' message at bottom of screen. Verify that prices changed for the selected items. The submitted date and time and the last updated date and time will display at the top of the bid.
10.2	You may Print the bid using Browser functions, if desired.	Bid will be printed.
11.1	Click on the Invitation Selection button. Select FV702/003	Invitation Selection page displays. Message in the Comment column: Your bid has been modified since it was last submitted.
11.2	Click on SUBMIT	Message: This bid was successfully submitted and will be considered at bid evaluation time unless it is resubmitted or withdrawn. A copy of the bid will display showing the date and time (central time) submitted.
11.3	You may Print the bid using Browser functions, if desired.	Bid will be printed. Note: Submitted bids should be printed for your records.
11.4	Click on Invitation Selection button.	Invitation Selection page displays. New submit date and time display for Invitation.
12.0	Click on the WITHDRAW button for the selected Invitation.	Message: Are you sure that you want to withdraw and DELETE this bid. Click on OK. Message: This Bid Has Been Successfully Withdrawn And

VENDOR PRACTICE SCRIPT
DOMESTIC ELECTRONIC BID ENTRY SYSTEM (DEBES)
FRUIT AND VEGETABLE PROGRAM, AMS, USDA

Practice Step No.	Practice Step Description (Announcement FV702/003 – Canned Vegetables)	Expected Results
		Deleted: (Date and time) central time. Bid is no longer available to be considered by USDA.
12.1	Click on Invitation Selection page	Invitation Selection page displays. The Cert, Offers by Location, Const., and Submit Date and Time fields are blank for the Invitation.
13.0	Select FV425/003. Click on Certification page	Message: This Announcement/Invitation is closed , you may not create a new bid or withdraw a bid after the invitation is closed.
14.0	Click on LOGOFF button when ready to exit DEBES.	Message: Continue to Logoff from the USDA? Click OK. Returned to Logon page of DEBES.
15.0	Exit Browser by closing Browser Window using "X" at top right OR selecting "File, Close" at top left in Browser Command line.	Browser window is closed.
	You may wish to select FV702/003 (canned vegetables) or FV700/003 (fresh apples) and re-enter data according to your own criteria and past bidding patterns. You may especially want to experiment with multiple plants and multiple product constraint scenarios. <u>Note: The only difference in DEBES format for fresh apples is the offer form which has 1 additional field for each item to select the apple variety.</u>	